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A classified guide to all major features and other selected items published this year

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Text-Editing Machines Cause UN Strike — Operators cease work, fearing radiation hazards (Newsfront, April, p. 8).

Traditional Secretaries Seek WP Knowledge — Poll finds one-third acquainted with concept; all want to learn more (Newsfront, July, p. 8).

PROFILE

Arnold Rosen Blazes Trails as WP Activist Educator — IWP's new president also teaches WP (June, p. 32).

Bill Lippold Approaches WP from a Different Slant — Harvard Associates WP consultant has designed and installed editing systems (July, p. 47).

Brenda Hunt Combines Intuition and Knowledge — H. Earl Smalley's WP placement consultant finds jobs throughout the country (Jan., p. 55).

Bushel of Projects Keeps Phyllis Peck Busy — Allis-Chalmers Credit Corp. office manager is developing an automated office system, attending college, and writing books on WP (Nov., p. 36).

Don Massaro Captains New Xerox OPD — Division president seeks to expand text-editing machine line (Sept., p. 38).

John Connell Heads Forum for Thought Leaders — Office Research Technology Group head is also a computer expert and top level administrative manager (Feb., p. 34).

Ken McManus Serves WP in Many Ways — Manager of WP/AS operations for Gibbs and Hill also is WP consultant, New York IWP president, and a WP/AS teacher (March, p. 33).

Len deCarle Monitors WP/DP Integration — Canadian Department

of Defence analyst has viewed over three decades of WP and DP growth (Oct., p. 32).

Marisa Bellisario Represents New Olivetti Image — Newly appointed president of Olivetti Corp. of America was instrumental in developing firm's new electronic typewriters (April, p. 26).

Richard Young Revamps IBM's Word Processing Approach — President of Office Products Division pushing for office of future merging WP/DP (May, p. 26).

Tom Kavanaugh Guides NBI's Fortunes — NBI's president says goal is to make firm number two in the text-editing equipment industry (Aug., p. 33).

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Diebold Forms Office Study Group — New York City consulting firm to provide 23 sponsors with guidelines for automated office (Newsfront, March, p. 7).

Government Seeks Better Use of WP — Government agencies urged to make more careful assessments before purchasing machines (Newsfront, June, p. 8).

X4A12 to Recommend International Standards — Four working groups study definitions, codes, and requirements for transmitting WP (Newsfront, Jan., p. 8).

SUPERVISORY OVERVIEW

Effective Meetings Reflect Planning — Unstructured meetings accomplish little or nothing at all, by Dorothy Sandburg (Speaking Practically, Oct., p. 42).

Equipment Compatibility Ensures Flexibility — Linking machines from a different vendor allows users to select products that best serve specific requirements, by Dorothy Sandburg (Speaking Practically, July, p. 32).

How to Present Job Descriptions Favorably — Company evaluation committees must be shown that WP/AS positions involve more than secretarial functions, by Dorothy Sandburg (Speaking Practically, May, p. 38).

How to Survive WP Catastrophes — Thinking ahead avoids trouble when text-editing equipment breaks down, by Michaleen Stohrer (March, p. 10).

Minding Telephone P's and Q's — Some rules AS supervisors should include in telephone courtesy training programs, by Dorothy Sandburg (Speaking Practically, Feb., p. 46).

The Potential Problems of Work-at-Home — Special considerations are necessary, by Dorothy Sandburg (Speaking Practically, Sept., p. 44).

Referral Calls Aid Equipment Selection — Before buying WP equipment, call some installations, by Dorothy Sandburg (Speaking Practically, Jan., p. 42).

The Rewards of Delegation — Assigning tasks ultimately results in upward mobility for supervisor as a successor is developed, by Dorothy Sandburg (Speaking Practically, Aug., p. 38).

Telephone Survey Monitors Courtesies — Employees' telephone manner can be determined by having other employees pose as callers, by Dorothy Sandburg (Speaking Practically, April, p. 42).

Throw a WP Open House — Inviting principals to a party and tour of WP center is a good way to inform them of available services (At the Keyboard, April, p. 48).

Using Common Telephone Courtesies — How to handle specific situations, by Dorothy Sandburg (Speaking Practically, March, p. 38).

What Systems Design Qualifications Involve — To become involved in larger spheres of influence, WP supervisors must cultivate several traits, by Dorothy Sandburg (Speaking Practically, Nov., p. 48).

Your Part in Combining WP and DP — Become familiarized with DP, by Dorothy Sandbu.g (Speaking Practically, June, p. 54).

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College Program Teaches WP by Simulating Work Conditions — Daytona Beach Community College students learn skills by working in a functioning WP center (April, p. 13).

Developing a Spelling Improvement Program — Individualized programs for operators can lead to better spelling, by Dr. Leonard B. Kruk (WP Classroom, April, p. 44).

Effective User Training — Role playing situations aid originators in understanding WP (At the Keyboard, Sept., p. 50).

Factors in Determining WP Curricula — First deal with constraints, by Dr. Leonard B. Kruk (WP Classroom, Aug., p. 40).

How to Organize an Introductory WP Course — Outside projects and guest lecturers should play a major role in the content, by Shirley Waterhouse (WP Classroom, Oct., p. 44).

How to Write a WP Grant Proposal — How to get funds for your training center, by Dr. Leonard B. Kruk (WP Classroom, July, p. 34).

The Ingredients in Effective WP Training Programs — All users — operators, AS personnel, and principals — need instruction, by William L. Selsky, assistant editor (Nov., p. 13).

Scholarship Available for WP Students — Central Indiana chapter of IWP awards scholarship to Ball State University (Newsfront, April, p. 8).

Sugar-Coated Manuals — Operator training manual written in form of error-filled chapters by eccentric novelist (At the Keyboard, Nov., p. 54).

Teaching Operators Quality Control — Proofreading errors can negate WP's benefits, by Dr. Leonard B. Kruk (WP Classroom, Feb., p. 48).

Teaching Punctuation Skills — Implementing an applications- or competency-based instructional program, by Dr. Leonard B. Kruk (WP Classroom, May, p. 40).

Teaching WP Operators Skills — Course should provide overview of WP and real-work experience, by Shirley Waterhouse (WP Classroom, Nov., p. 50).

Typesetting Knowledge Is Important — The emergence of in-plant phototypesetting means WP personnel need to know more about the fundamentals, by Dr. Leonard B. Kruk (WP Classroom, Jan., p. 44).

Where to Obtain a WP Grant — Sources of text-editing equipment funds, by Dr. Leonard B. Kruk (WP Classroom, June, p. 52).

WP Needs More Men — With more women looking down on secreterial/clerical jobs, more men must be attracted into WP/AS positions, by Dr. Leonard B. Kruk (WP Classroom, March, p. 40).

WP's Three Subject Categories — Training needed for operators, AS personnel, and WP management people, by Shirley Waterhouse (WP Classroom, Sept., p. 48).

TRENDS AND FORECASTS

And Now We're Planning the Future — What lies ahead for WP/AS depends on stage of individual firm and WP operation, by Charles B. Cumpston, executive editor (Jan., p. 23).

Automated Office Projected by 1985 — The technology is currently available, firm says (Newsfront, Oct., p. 6).

Better Communications Mean New Hierarchies — Office of the future technologies will bring about new arrangements (Newsfront, July, p. 8).

By 80's, Firm Sees In-Plant Printing Up — Technology decreasing costs (Newsfront, Aug., p. 10).

Communicating Units to Rival Telephones — Communicating text-editing machines could reverse trend toward paperless offices in 1980's (Newsfront, June, p. 8).

Communications Costs Cut by Encoders — Devices make it possible to carry voice and digital data on same line (Newsfront, Oct., p. 8).

Companies Lack Own Security Equipment — Security measures needed to guard against theft (Newsfront, March, p. 7).

The Data Processing Function: Its History and Development — DP's past includes seeds of WP's beginnings, by Belden Menkus (Feb., p. 20).

Data Processing Principles Unvaried Though Technology Changes Equipment — Hardware and software developments over the past 15 years are assessed, by Belden Menkus (April, p. 31).

DP Career Path Similar to WP's — DP's development from 1964 detailed and job definitions explained, by Belden Menkus (March, p. 25).

Electronic Mail Faces Obstacles — Management and personnel not using the equipment, holding back its development (Newsfront, Aug., p. 10).

Electronic Mail Study Assessing Market — Battelle Columbus Laboratories begins study backed by major companies in the electronic and communications field (Newsfront, April, p. 8).

Electronics Output Up in Western Europe — Production levels will exceed those of U.S. in five years (Newsfront, July, p. 10).

European In-Plant Market to Double — Dropping prices and technological advances increasing market, research firm claims (Newsfront, Feb., p. 16).

Fiber Optics Future Communications Link — Advances in semiconductor technology yielding new detection devices (Newsfront, Sept., p. 8).

How WP and DP Relate — WP and DP functions will merge, though by century's end present concepts will not have survived, by Belden Menkus (May, p. 12).

IBM's Share of Market Will Drop, Report Says — IBM's share of office equipment market projected to be at 50 percent by mid-1980's (Newsfront, March, p. 6).

Laser Printer Growth Dependent on Cost — More competition from Japanese and other firms expected to reduce prices (Newsfront, Oct., p. 8).

Mass Fiber-Optics Use Over a Decade Away — Technical barriers will delay commercial use (Newsfront, March, p. 7).

Microelectrics Spur Job Change — New jobs expected in long term (Newsfront, July, p. 8).

An OCR in the Future — OCR units that can read text of standard typewriters are leading to OCR's greater use (At the Keyboard, June, p. 50).

Originators Resist Dictation Use — Two-thirds of installed units no longer actively utilized (Newsfront, Oct., p. 6).

Printers to Lead Office Automation Sales — Dominance predicted by 1985 (Newsfront, Jan., p. 8).

Printing Technologies Play Role in WP — Flexibility in type styles and fast print speed will increase technologies' use in WP (Newsfront, June, p. 10).

"Progress" May Not Increase Productivity — Office workload expanding at a greater rate than machines were designed to handle (Newsfront, June, p. 8).

Report Calls Codecs Key to Future Office — Devices to play major role in electronic mail (Newsfront, May, p. 8).

Report Predicts $300 Text-Editing Unit — Low priced-text-editing machines projected for 1980's

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(Newsfront, June, p. 8).

Reports Disagree on Fax Market — One research firm says shipments will decline in 1980's; other firms say opposite (Newsfront, July, p. 10).

Service Firms Foreseen Entering WP Market — Products handling text-editing and DP tasks expected (Newsfront, July, p. 8).

Staff Will Take Some Management Risks — Support staff will do many of today's managers' routine chores in office of the future (Newsfront, March, p. 7).

The Story Behind Our Name Change — Why World is now Systems (Sept., p. 16).

Survey Finds Centers Get Larger — IWP study finds WP operations average eight persons (Newsfront, Sept., p. 8).

Teleconferencing to Rise Sixfold — Major impetus seen as availability of more wideband data paths (Newsfront, Oct., p. 6).

Text-Editing Units Replacing Typewriters — By 1989 text-editing machines will average 58.6 percent of all keyboard sales, study projects (Newsfront, Nov., p. 6).

Traditional Letter Costs Put at $5.59 — Produced via dictation machines, costs drop to $4.19 (Newsfront, Aug., p. 8).

User Seen as Key to Vendor Offerings — Equipment introductions linked to management's willingness to use (Newsfront, Oct., p. 8).

Word Processing Develops Wider Role as Core Element Among Other Office Information Systems — WP acts as central juncture for the preparation and communication of information to other places (Sept., p. 12).

Work Station Needs Depend on Occupation — Wide variations found in requirements (Newsfront, Oct., p. 6).

WP by Moonlight — Residential "offices" provide services as trend grows (Newsfront, Aug., p. 12).

WP Communications Aided by AT&T — ACS will be fastest growing segment of data communication market through 1982 (Newsfront, Feb., p. 16).

WP/DP Integration Focus of Next 5 Years — Evolutionary developments will lead to increased competition between vendors (Newsfront, Sept., p. 8).

WP Manager Urged to Follow Own Path — WP could be enveloped by DP (Newsfront, Sept., p. 8).

WP Market Growing Faster than Predicted — Market has reached 1980 levels (Newsfront, March, p. 6).

WP Means Change — Introduction to articles on WP's past, present, and future that examine center structure and automated equipment (Jan., p. 11).

WP to Serve as Link in Future Office System — Technologies now treated separately will have to be coordinated in office of the future (Newsfront, March, p. 6).